



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

TO: Mayor and Town Council
FROM: Debi Sandlin, Interim Town Manager
SUBJECT: Monthly Managers Report for September 2020
DATE: October 15, 2020

Monthly Financial Report – September Revenues, Operations, and Capital Budgets are at expected levels; total revenues and expenses are within projections. Due to the the Covid-19 virus, Town Hall rentals are under budget by 1.25%.

New Town Permits – There were not requests for Town permits during the month of September 2020.

Town Office & Maintenance Highlights

- The town successfully held its annual flu clinic on September 16, 23 and 30 between 2 and 6 pm. Approximately 135 residents were inoculated, including seniors who received the Quadrivalent vaccine. Joanne Schmader, Administrative Support and Elizabeth Henley, Town Assistant, coordinated and staffed the clinic. The clinic was in collaboration with CVS.
- Debi Sandlin began as the Interim Town Manager. She will be in this position while Andrea Fox is out on maternity leave through the end of the year.
- A Scope of Work to have a Storm Drain Management System Inventory map was completed and sent to Clark Azar for a cost proposal to complete the work. The inventory map will assist with identifying the appropriate agency, i.e., State, County or the Town, responsible for maintaining and resolving issues.
- Staff has begun compiling the information to submit to the auditor as part of the FY20 audit. We expect to have all the information to the auditor by the end of October.
- The annual Leaf collection has begun. Residents are asked to place leaves in rows alongside the street side of the curb, remove sticks, rocks, trash, and other debris that can damage the machinery. Shredded leaves or grass clippings should be bagged and put out for the regular yard waste collection on Mondays. Rain or inclement weather will delay leaf collection. Parents please discourage your children from playing in leaves along the curb.
- Archivist Clair McDonald and resident Dave Almy worked collaboratively to set-up the newest exhibit in the Post Office. The exhibit highlights Charles Momsen, a highly decorated Naval Officer and former Garrett Park resident who invented the Momsen Lung used by American submariners before and during World War II.

REVENUES	FY 2020			FY 2021		
	EOY ACTUAL	September	% Actual	BUDGET	September	% BUDGET
						TARGET % 8.3%
1.0 Prior Year Carryover*	\$349,436	\$349,436		\$100,000	\$400,308	
<u>Town Receipts</u>						
2.0 - Taxes & Fees	\$1,104,546	\$80,722	7.3%	\$913,227	\$116,344	12.7%
2.1-- Local Property Taxes	\$583,570	\$42,547	7.3%	\$554,665	\$46,740	8.4%
2.1.1 -- Real Property Taxes	\$567,051	\$42,179	7.4%	\$541,473	\$45,789	8.5%
2.1.2 -- Personal Property Taxes	\$15,085	\$365	2.4%	\$11,734	\$937	8.0%
2.1.3 -- Penalties & Interest	\$1,246	\$3	0.2%	\$917	\$0	0.0%
2.1.4 -- Homestead Tax Credit	\$188	\$0	0.0%	\$541	\$14	2.6%
2.2 -- Local Income Taxes	\$504,906	\$34,653	6.9%	\$344,962	\$65,653	19.0%
2.3 -- Other Local Taxes and Fees	\$0	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$16,070	\$3,522	21.9%	\$13,600	\$3,951	29.1%
3.0 - Intergovernmental Receipts	\$121,287	\$50,519	41.7%	\$91,298	\$57,657	63.2%
3.1 -- From State of Maryland	\$34,653	\$2,084	6.0%	\$34,974	\$9,290	26.6%
3.2 -- From Montgomery County	\$86,634	\$48,435	55.9%	\$56,324	\$48,367	85.9%
4.0 -- Municipal Refuse Collection	\$120,689	\$9,900	8.2%	\$120,780	\$10,230	8.5%
5.0 - Miscellaneous Receipts	\$160,962	\$43,086	26.8%	\$94,637	\$32,008	33.8%
5.1 - Investment Earnings	\$8,730	\$3,685	42.2%	\$3,488	\$439	12.6%
5.2 -- Rents and Concessions	\$147,570	\$38,110	25.8%	\$91,149	\$31,570	34.6%
5.2.1 -- Town Hall Rents	\$16,515	\$4,825	29.2%	\$10,031	\$1,129	-1.2%
5.2.2 -- Penn Place Rents	\$126,104	\$33,285	26.4%	\$75,672	\$26,249	34.7%
5.2.3 -- Swimming Pool Assoc.	\$4,951	\$0	0.0%	\$5,446	\$5,446	100.0%
5.3 - Restricted Contributions	\$2,625	\$0	0.0%	\$0	\$0	0.0%
5.3.1 -- Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,625	\$0	0.0%	\$0	\$0	0.0%
5.4 -- Other Receipts	\$2,037	\$1,291	63.4%	\$0	\$0	0.0%
Total Town Receipts:	\$1,507,484	\$184,227	12.2%	\$1,219,942	\$216,239	17.7%
Carryover + Receipts:	\$1,856,920	\$533,663		\$1,319,942	\$616,547	46.7%
6.0 -- From Reserves	\$2,898	\$0		\$36,574	\$0	
SUBTOTAL	\$1,859,818	\$533,663	28.7%	\$1,356,516	\$616,547	
<u>Financial Assistance</u>						
7.0 -- SRTS Project	\$71,954	\$0		\$0	\$0	
7.1 - SRTS SHA Grant Mod1	\$0	\$0		\$0	\$0	
7.2 - SRTS SHA Grant Mod 2	\$71,954	\$0		\$0	\$0	
Total Revenues: **	\$1,931,772	\$533,663		\$1,356,516	\$616,547	

* \$86,134 is budgeted carryover; \$349,436 is EOY actual carryover, which will be taken into account during FY20 midyear budget adjustment.

** Includes Receipt Carryover, Reserves & Grants

OPERATIONS	FY 2020			FY 2021		
	EOY ACTUAL	September	% Actual	BUDGET	September	% BUDGET
						Target % 8.3%
10.0 - Personnel	\$549,390	\$150,398	27.4%	\$599,345	\$154,065	25.7%
10.1 -- Salaries	\$412,326	\$110,973	26.9%	\$424,112	\$114,167	26.9%
10.2 -- Overtime	\$195	\$117	60.1%	\$15,000	\$0	0.0%
10.3 -- Benefits	\$105,231	\$30,810	29.3%	\$125,288	\$31,164	24.9%
10.4 -- Payroll Taxes, Etc.	\$31,558	\$8,498	26.9%	\$32,445	\$8,734	26.9%
10.5 -- Training	\$80	\$0	0.0%	\$2,500	\$0	0.0%
11.0 - Town Administration	\$126,232	\$45,644	36.2%	\$199,563	\$80,480	40.3%
11.2 -- Gen. Admin. Expenses	\$35,382	\$9,993	28.2%	\$102,332	\$15,148	14.8%
11.2.1 -- General Expenses	\$20,901	\$5,807	27.8%	\$27,252	\$5,661	20.8%
11.2.2 -- Contract Office Assistant	\$14,329	\$4,186	0.0%	\$63,080	\$9,487	15.0%
11.2.3 -- Parking Enforcement Officer	\$152	\$0	0.0%	\$12,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$8,045	\$380	4.7%	\$9,500	\$0	0.0%
11.4 -- Professional Fees	\$48,246	\$16,194	33.6%	\$49,730	\$49,541	99.6%
11.5 -- Insurance	\$7,154	\$7,154	100.0%	\$7,626	\$8,168	107.1%
11.6 -- External Organization	\$5,329	\$3,569	67.0%	\$5,760	\$3,268	56.7%
11.7 -- IT Operations	\$22,076	\$8,354	37.8%	\$24,615	\$4,356	17.7%
12.0 - Town Committees	\$34,606	\$8,580	24.8%	\$49,155	\$6,977	14.2%
12.1 -- Arboretum	\$6,554	\$1,680	25.6%	\$15,000	\$0	0.0%
12.2 -- Archives	\$27,294	\$6,776	24.8%	\$32,855	\$6,977	21.2%
12.3 -- Historic Preservation Committee	\$500	\$0	0.0%	\$500	\$0	0.0%
12.4 -- Ad Hoc Groups & Sponsorships	\$258	\$124	48.2%	\$800	\$0	0.0%
13.0 - Infrastructure and Equipment	\$125,302	\$37,666	30.1%	\$161,110	\$38,769	24.1%
13.1 -- Penn Place	\$73,339	\$19,794	27.0%	\$82,365	\$29,721	36.1%
13.2 -- Town Hall	\$9,758	\$2,558	26.2%	\$19,746	\$2,237	11.3%
13.3 -- Maintenance Facility	\$848	\$442	52.1%	\$1,020	\$377	37.0%
13.4 -- Community Center	\$959	\$524	54.6%	\$2,520	\$150	6.0%
13.5 -- Trees, Parks & Grounds	\$33,354	\$12,067	36.2%	\$45,000	\$4,777	10.6%
13.6 -- Equipment M&R	\$6,853	\$2,183	31.9%	\$10,204	\$1,507	14.8%
13.7 -- Stormwater Drainage	\$191	\$98	0.0%	\$255	\$0	0.0%
14.0 - Town Services	\$177,875	\$36,527	20.5%	\$189,180	\$31,949	16.9%
14.1 -- Road Maintenance & Cleaning	\$57,264	\$6,230	10.9%	\$68,400	\$3,787	5.5%
14.2 -- Trash Collection	\$120,611	\$30,297	25.1%	\$120,780	\$28,162	23.3%
15.0 -- Debt Service, Taxes, Interest	\$63,327	\$0	0.0%	\$100,629	\$0	0.0%
16.0 - Expenditure of Restricted Funds	\$2,898	\$0	0.0%	\$0	\$0	0.0%
16.1 -- Archives	\$323	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$0	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,575	\$0	0.0%	\$0	\$0	0.0%
17.0 -- Contingency	\$0	\$0	0.0%	\$57,534	\$0	0.0%
Total Operating Expenses:	\$1,079,630	\$278,815	25.8%	\$1,356,516	\$312,240	23.0%
<i>Net Difference from Revenue</i>				\$0	\$304,307	

Transfers	\$451,834	\$221,427		\$0	\$0	
20.0 -- Total to Capital Fund Accts	\$368,620	\$216,666		\$0	\$0	
20.1 -- Cap Acct Town Funds	\$296,666	\$216,666	73%	\$0	\$0	
20.1.1 -- Town Accts	\$296,666	\$216,666		\$0	\$0	
20.1.2 -- SRTS Town Share	\$0	\$0		\$0	\$0	
20.2 -- Cap Acct Fin Assist	\$71,954	\$0		\$0	\$0	
20.2.1 -- SRTS SHA Grant Mod 1	\$0	\$0		\$0	\$0	
20.2.2 -- SRTS SHA Grant Mod 2	\$71,954	\$0		\$0	\$0	
21.0 - To Operating Reserve	\$83,214	\$4,761	6%	\$0	\$0	
21.1 -- To Other Reserves	\$83,214	\$4,761	6%	\$0	\$0	
Total Operating Expenses:	\$1,531,464	\$500,242	33%	\$1,356,516	\$312,240	
Net Difference (Rev-Ops)	\$400,308	\$33,421		\$0	\$304,307	

TOWN OF GARRETT PARK September 2020 Monthly Financial Report

CAPITAL BUDGET ACCOUNTS	Prior Years Appropriations Remaining	FY20 Capital Program	Total FY20 Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds
CAPITAL ACCOUNT - Town Funds			Sep-20	Sep-20	Sep-20
25.0 - Equipment	\$82,750	\$0	\$82,750	\$0	\$82,750
26.0 - Streets and Roads	\$448,432	-\$10,000	\$438,432	\$12,419	\$426,013
26.1 - Streets & Curbs	\$291,092	-\$60,000	\$231,092	\$8,459	\$222,633
26.2 - Sidewalks	\$109,340	\$50,000	\$159,340	\$3,960	\$155,380
26.3 - SRTS Project	\$48,000	\$0	\$48,000	\$0	\$48,000
26.3.1 SRTS Inspector	\$40,000	\$0	\$40,000	\$0	\$40,000
26.3.2 - SRTS Contingency	\$8,000	\$0	\$8,000	\$0	\$8,000
27.0 - Facilities	\$180,250	\$0	\$180,250	\$10,168	\$170,082
27.1 - Penn Place	\$51,550	\$0	\$51,550	\$9,393	\$42,157
27.2 - Town Hall	\$112,860	\$0	\$112,860	\$775	\$112,085
27.3 - Maintenance Facility	\$15,840	\$0	\$15,840	\$0	\$15,840
28.0 - Services	\$278,000	\$10,000	\$288,000	\$0	\$288,000
28.1 - Utilities	\$78,000	\$0	\$78,000	\$0	\$78,000
28.2 - Storm Drains	\$200,000	\$10,000	\$210,000	\$0	\$210,000
29.0 - Committees	\$96,642	\$0	\$96,642	\$8,895	\$87,747
29.1 - Parks and Open Spaces	\$30,300	\$0	\$30,300	\$4,475	\$25,825
29.2 - Arboretum	\$66,342	\$0	\$66,342	\$4,420	\$61,922
30.0 - Technology	\$20,351	\$9,426	\$29,777	\$3,608	\$26,169
30.1 - Website	\$2,987	\$2,033	\$5,000	\$0	\$5,000
30.2 - IT Equipment	\$16,384	\$7,393	\$23,777	\$3,608	\$20,169
30.3 Telephone Equipment	\$1,000	\$0	\$1,000	\$0	\$1,000
31.0 - Other	\$0	\$0	\$0	\$0	\$0
32.0 - Capital Planning	\$94,344	\$10,000	\$93,969	\$2,647	\$91,322
32.1 - Town Hall	\$40,000	\$0	\$40,000	\$0	\$40,000
32.2 - Storm Water Management	\$38,969	\$0	\$38,969	\$2,317	\$36,652
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$330	\$9,670
32.4 - Arboretum Plan and Tree Inventory	\$5,375	\$5,000	\$5,000	\$0	\$5,000
32.5 - Explore Maint. Facility Options	\$0	\$0	\$0	\$0	\$0
32.6 - Other	\$0	\$5,000	\$0	\$0	\$0
33.0 - Contingency	\$76,478	-\$19,426	\$57,052	\$0	\$57,052
TOTAL CAPITAL ACCOUNT - Town Funds	\$1,277,247	\$0	\$1,266,872	\$37,737	\$1,229,135
CAPITAL ACCOUNT - Financial Assistance					
34.0 SRTS Grant Project	\$558,090	\$0	\$558,090	\$169,978	\$388,112
34.1 Initial SRTS Grant (prior year)	\$3,354	\$0	\$3,354	\$3,354	\$0
34.2 SRTS SHA Grant Mod 1	\$350,000	\$0	\$350,000	\$166,624	\$183,376
34.3 SRTS SHA Grant Mod 2	\$204,736	\$0	\$204,736	\$0	\$204,736
TOTAL CAPITAL BUDGET - Combined Accounts	\$1,835,337	\$0	\$1,824,962	\$207,715	\$1,617,247